

The following Clinical Forms have been created, updated or discontinued and the [Clinical Forms Inventory](#) has been updated accordingly.

NEW FORM(S): None at this time

UPDATED FORMS(S)

MH 698 – Treatment Update to DCFS

IBHIS Form (DO ONLY): Not available at this time
 Revision Date: 7/31/15
 Type of Form (LE ONLY): Required Data Elements
 Implementation: 7/31/15

REVISIONS:

- Updated the DCFS submission email address to Urgent-MH@dcfs.lacounty.gov. DCFS opted to change the email address to include a hyphen instead of an underscore because the underscore caused confusion.

OBSOLETE FORM(S): None at this time

If you have any questions regarding this Bulletin, please contact your SA Liaison.

c: Executive Management Team
 District Chiefs
 Pansy Washington, Managed Care

Judith Weigand, Compliance Program Office
 Program Heads
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1. All Directly-Operated Providers must utilize clinical forms approved by the QA Division. The Integrated Behavioral Health Information System (IBHIS) has incorporated clinical forms, when appropriate, and has been updated to reflect the changes noted on this Bulletin.
2. All Contract Providers must utilize clinical forms in a manner defined by the designation of the clinical form within the Clinical Forms Inventory.
 - a. Required Data Element: Must maintain all required data elements of the form and have a method for producing a paper form or electronic report with all the required data elements (“Required” form type has been eliminated. All “Required” forms are now “Required Data Element” forms.)
 - b. Required Concept (Formerly “Optional”): Must have a method of capturing the specific category of information indicated by the title and data elements of the form
 - c. Ownership: Must have a method for complying with all laws/regulations encompassed by the form
 DMH Policy 401.02: Clinical Records Maintenance, Organization, and Content (Note: Policy 401.02 is being revised to reflect the above information)

The Clinical Forms Bulletin is utilized to announce changes to clinical forms and data elements that are needed to capture clinical documentation within the Los Angeles County Department of Mental Health (LACDMH). The Bulletin will identify any new, updated or obsolete clinical forms. The term “clinical forms” is used to describe either a paper clinical document within a paper Clinical Record OR a set of data elements within an electronic Clinical Record. All “clinical forms” must be available upon chart review/audit.

NOTE: This Bulletin does not address requirements for electronic billing and/or reporting. Contractors should refer to the 837 Companion Guide or WebServices Guide for a complete listing of electronic data transfer requirements.